



NOTICE OF JOB OPENING

JOB TITLE:	Accountant III
DEPARTMENT:	County Auditor – Financial Accounting
HOURS:	40 Hours per Week
SALARY:	The Auditor's Office offers a competitive salary along with excellent benefits, retirement and job stability.
JOB REQUIREMENTS:	<p>Qualified candidates will have a four year accounting degree or related field with a minimum of 24 accredited hours of accounting, MBA or CPA preferred. 1-3 years of accounting experience with some governmental accounting preferred. The successful candidate must be a team player, detail oriented and able to handle multiple tasks. Proficient in the use of MS Word and Excel. Fluency in the written and oral use of the English language is required along with above average interpersonal, analytical, and problem solving skills.</p> <p>Must be legally eligible to work in the United States. We do not provide visa sponsorship.</p> <p>Physical requirements for the position are the ability to sit for extended periods of time and the ability to push/pull, lift and carry up to 20 lbs.</p>
JOB DESCRIPTION:	<p>The position requires the ability to analyze and resolve the issues and exceptions, research, discuss (written and verbal) and document the results in a concise manner, determine and assess the overall impact of the findings, and apply GASB pronouncements to assigned funds and related processes.</p> <p>The position is responsible for preparing monthly and annual journal entries, reconciliations and schedules for various County Enterprise Funds, including the Toll Road. This also includes preparing notes for the monthly and annual financial statements. In addition this position may be asked to perform special projects from time to time in addition to the regular duties.</p>
CLOSING DATE:	Open until filled

HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY

APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR DISABILITY
